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MEMORANDUM

5 September 1947

TO : Executive for Administration and
Management

FROM : Chief, Budget & Finance Branch

SUBJECT: Unvouchered Funds Regulations

Attached is an initial rough draft of a proposed order regulating the use of Unvouchered Funds by the CIA, to replace and supersede Special Funds Regulations No. 1 and amendments thereto.

We have attempted in this order to set forth the basic principals governing the use of unvouchered funds and to provide for appropriate delegations of authority and responsibility to permit an adequate system of internal checks, balances and controls to be maintained.

It is intended that this order provide sufficient internal controls to insure that the Director of Central Intelligence will be promptly advised of any improprieties or deviations from policy, and at the same time allow sufficient latitude to enable the expenditure of unvouchered funds for any necessary official purpose without placing the operating officials in a regulatory straight-jacket. No attempt has been made to cover detailed accounting and audit procedures in this order. It is contemplated that the appropriate Unvouchered Funds Officers will formulate necessary administrative instructions in accordance with current requirements as provided for in the basic order.

In order to assist us in the further development and coordination of the proposed revision of the unvouchered fund regulations, we would be pleased to have your comments and suggestions.

Attachment


E. R. Saunders
Chief, Budget and
Finance Branch

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Document No.	005
No. of Pages	1
☐ Draft	
Auth: 1-1-47	
Date: 5-26-47	By: 003

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